



COMMUNITY EVENT PARTICIPATION POLICY

Approved and adopted by City Council on December 15, 2008.

I. PURPOSE

It is the policy of the City of Missouri City to recognize the community's non-profit organizations that provide valuable community service; to ensure that public facilities are used to benefit the Missouri City community; and to encourage and assist sponsored community organizations to complete projects and interact socially to the benefit of the whole community.

II. APPLICATION

This policy applies to all requests for City services, supplies, materials, equipment and staff man-hours--including but not limited to the following:

- Waiver of City permit fees
- Funds
- Staff man-hours
- Media services addressed through the *Communications Outlet Policy*
- Other -- Typically services such as security, custodial costs, printing, loaning of equipment, provision of supplies, etc. will not be considered.

III. DEFINITIONS

City-sponsored refers to events or materials that receive monetary or in-kind support from the City of Missouri City.

Civic events refers to events that are open to the public; are planned and conducted by the City or by one or more community organization as defined by this policy; benefit specific or general charitable, civic or cultural programs; and will either be held in the Missouri City area or are expected to draw significant attendance or participation from Missouri City residents.

Community organization refers to non-profit organizations that provide proof of qualification under IRS Section 501(c) status through a letter of determination from the Internal Revenue Service; have 51% or greater Missouri City residents on board and among membership; promote specific or general charitable, civic or cultural programs within the community; and do not discriminate with regards to race, religion, sex, age, physical abilities or economic status.

Community Support Organization refers to an organization whose mission is to support the mission and programs of the City or a City Department such as the Police and Fire Auxiliary and the Friends of Missouri City Parks, and contribute 100% of net income to the City, and shall be exempt from this process entirely.

Interagency refers to cooperation between the City and other governmental agencies including, but not limited to neighboring municipalities, county agencies and state agencies.

IV. ELIGIBILITY

1. Must meet definitions stated above
2. Must demonstrate that the organization has the experience and expertise to undertake the planning and execution of the proposed event
3. Must demonstrate that the event is consistent with City policies and goals
4. Must not be an entity established primarily to advocate for a political position
5. Must create a positive image for the City of Missouri City
6. Must maintain an approved attendance level
7. Prefer to take place on City owned property

V. ADMINISTRATIVE GUIDELINES

1. Sponsorship requests must be submitted 120 days prior to event for consideration:
 - a. final decision will be within 60 days
 - b. requests that conflict with scheduled City events or activities will not be sponsored
2. Each applicant must submit with application:
 - a. financial statement that demonstrates responsibility for the previous year's event
 - b. proof of the organization's 501(c)3 status
 - c. copy of attached application
 - d. insurance as required
 - e. one representative as designated contact person
 - f. organization's list of board members and bylaws
 - g. current budget for event with anticipated financial information (see application)
 - h. submission of the applicant's proposed budget for their current event
3. City Staff will evaluate:
 - a. full direct fiscal impact, staff availability and resource availability
 - b. any printed materials including the Missouri City logo (must be approved by the City Communications Department)
4. City Council will consider:
 - a. overall level of fiscal support for event sponsorship
 - b. benefit of the activities of the applicant organization to the City cost/benefit
 - c. promotion of the *Quality of Life* in Missouri City
5. Each applicant must submit upon approval, but before event:
 - a. proof all other permits (vendors, health, parade, etc.) have been obtained by organization
 - b. copies of media and advertising recognizing the City as a sponsor
 - c. all sponsored organizations/events MUST submit a schedule of revenue and expenses associated with the event within *90 days of the conclusion of the event*



COMMUNITY EVENT PARTICIPATION
APPLICATION

Submit to:
City of Missouri City
Parks and Recreation Department
1522 Texas Parkway
Missouri City TX 77459

Please complete the following application. You may attach additional pages if necessary.

Name of Applicant: _____

Address: _____

Email: _____ Phone: _____

Designated Contact: _____

Email: _____ Phone: _____

Request: Media Relations _____

Funding _____

Waive Facility Permit Fees _____

Other _____

YES ☐ **NO** ☐ Have you or will receive funding for this program from other sources?

YES ☐ **NO** ☐ Are you aware of any other City program providing this service?

Event Description: _____

How does or will this program benefit the City of Missouri City? _____

% of Missouri City residents served by event: _____

Years non-profit organized: _____

Number of staff/board members: Staff: _____ Board: _____

Number of volunteers: _____

Experience in Event area: _____

Names and titles of officers and board members with addresses: **Attached?** ☐

Financial Capabilities/Budget: **Attached?** ☐

Current funding sources and levels: **Attached?** ☐

Previous City sponsorship requested: _____

YES ☐ **NO** ☐

A report on how funds were spent will be filed within 60 days following close of the event.

YES ☐ **NO** ☐

We agree to adhere to the reporting requirements above.

We, the undersigned, do hereby attest that the above information is true and correct to the best of our knowledge. **(Two signatures required.)**

Signature

Title

Date

Signature

Title

Date

For Office Use Only:

INTERNAL OFFICE INFORMATION:

090307

Date Submitted: _____ Received By: _____

Approvals:

☐ PARD Director: _____

☐ Communications Director: _____

☐ Other (if applicable): _____

☐ Assistant City Manager: _____

Anticipated Submittal Date to Council: _____

Council Approval: YES ☐ NO ☐ Date of Action Taken: _____

Staff Recommendation(s): _____

Council Recommendation(s): _____

